

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, June 22, 2015 – 4:00 p.m.
Clear Springs ATC 1104 Mosaic Auditorium

Mr. Dan Dorrell called the June 22, 2015 District Board of Trustees meeting to order at 4:00 p.m.

Members Present: Mr. Dan Dorrell, Mr. Rick Garcia, Mr. Greg Littleton, Ms. Linda Pilkington, Ms. Cindy Ross, and Mr. Mark Turner

Members Absent: Ms. Teresa Martinez

Student Spotlight: Xavier Santiago, Liberal Arts major, Lakeland campus

Foundation Special Recognitions: Mr. Lynn Wilson

Mr. Wilson introduced Polk State College Foundation Board member Gail Smith. Ms. Smith acknowledged an \$11,550 donation for scholarships and programs from SEMCO Construction, Inc. She then introduced Carl “Ed” Locke, Jr., president of SEMCO Construction, Inc. and current Polk State College Foundation Board member and Ms. Jennifer Hall, vice-president of SEMCO Construction, Inc. and incoming Foundation Board member. Mr. Locke expressed his gratitude for being able to help support his alma mater.

Special Recognitions: Dr. Eileen Holden

- Dr. Holden briefly recognized retiring administrative assistant for the Lakeland Provost’s Office, Jean Pelletier. Dr. Holden introduced Lakeland Provost Steve Hull to share some of his thoughts. Mr. Hull commended Ms. Pelletier on her eleven years of dedicated service to the College. Dr. Holden thanked Ms. Pelletier and presented her with a token of appreciation.

Agenda:

Mr. Garcia moved, seconded by Ms. Pilkington, to approve the agenda for June 22, 2015. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

- A. Payroll Distribution** – Approved on consent agenda. Board action is required.
- B. Expenditure Summary** – Approved on consent agenda. Board action is required.
- C. Tangible Personal Property Deletions** – Approved on consent agenda. Board action is required.
- D. Personnel Action Report** – Approved on consent agenda. Board action is required

Ms. Ross moved, seconded by Mr. Turner, to approve the consent agenda items for May 2015. All members voted affirmatively.

Those items included under the Consent section are self-explanatory and are not expected to require discussion before action. Items will be enacted by one motion. If discussion is desired by any Board member on any item, the item should be identified and removed from the consent agenda for separate action.

Approval of Board Minutes

- Mr. Littleton moved, seconded by Mr. Garcia, to approve the May 18, 2015 Board meeting minutes. All members voted affirmatively.

President’s Report

- Dr. Holden briefed the Board on the outcome of the Legislative special session. The House and Senate voted on a budget on Friday, June 19th, and now the budget will be presented to Governor Scott. She also reported that part of this budget included the \$3 million needed to equip the new Polk State Center for Public Safety building. She explained that the budget items presented at today's meeting would be a continuation to meet the operating needs of the College, and that an amended budget would be presented at the August or September meeting, once we know our actual allocations.
- Dr. Holden distributed copies of the May/June 2015 issue of "What's Up," which lists recent and current happenings at Polk State College.
- Dr. Holden shared the proposed DBOT meeting schedule for 2015-2016 with the Trustees. She explained that the schedule would not be approved until the August meeting.

Attorney's Report

Attorney Don Wilson had nothing to report.

Business Services Action Items:

- A. Standard Fees 2015-2016:** Mr. Peter Elliott presented and recommended approval of the standard fees. Discussion ensued.

Ms. Pilkington moved, seconded by Mr. Garcia, to approve the standard fees for 2015-2016. All members voted affirmatively.

- B. Operating Budget, FY 2015-2016:** Mr. Peter Elliott presented and recommended approval of the operating budget, FY 2015-2016. Discussion ensued.

Mr. Turner moved, seconded by Ms. Ross, to approve the operating budget, FY 2015-2016. All members voted affirmatively.

- C. Polk State Chain of Lakes Collegiate High School Operating Budget, FY 2015-2016:** Mr. Peter Elliott presented and recommended approval of the Polk State Chain of Lakes Collegiate High School operating budget, FY 2015-2016. Discussion ensued.

Ms. Pilkington moved, seconded by Mr. Garcia, to approve the Polk State Chain of Lakes Collegiate High School operating budget, FY 2015-2016. All members voted affirmatively.

- D. Polk State Lakeland Collegiate High School Operating Budget, FY 2015-2016:** Mr. Peter Elliott presented and recommended approval of the Polk State Lakeland Collegiate High School operating budget, FY 2015-2016. Discussion ensued.

Mr. Garcia moved, seconded by Mr. Turner, to approve the Polk State Lakeland Collegiate High School operating budget, FY 2015-2016. All members voted affirmatively.

- E. Polk State Lakeland Gateway to College High School Operating Budget, FY 2015-2016:** Mr. Peter Elliott presented and recommended approval of the Polk State Lakeland Gateway to College High School operating budget, FY 2015-2016. Discussion ensued.

Mr. Littleton moved, seconded by Ms. Pilkington, to approve the Polk State Lakeland Gateway

to College High School operating budget, FY 2015-2016. All members voted affirmatively.

- F. Polk State College Unexpended Plant Fund Budget, FY 2015-2016:** Mr. Peter Elliott presented and recommended approval of the Polk State College unexpended plant fund budget, FY 2015-2016. Discussion ensued.

Mr. Garcia moved, seconded by Mr. Turner, to approve the Polk State College unexpended plant fund budget, FY 2015-2016. All members voted affirmatively.

- G. Salary Schedule Changes:** Mr. Peter Elliott presented and recommended approval of the salary schedule changes for June 2015. Discussion ensued.

Ms. Pilkington moved, seconded by Mr. Garcia, to approve the salary schedule changes for June 2015. All members voted affirmatively.

- H. Approval of the Capital Improvement Program (CIP), FY 2016-17 through FY 2020-21:** Mr. Peter Elliott presented and recommended approval of the capital improvement program (CIP), FY 2016-17 through FY 2020-21. Discussion ensued.

Ms. Ross moved, seconded by Mr. Pilkington, to approve the capital improvement program (CIP), FY 2016-17 through 2020-21. All members voted affirmatively.

- I. Annual Physical Inventory Report:** Mr. Peter Elliott presented and recommended approval of the annual physical inventory report. Discussion ensued.

Ms. Pilkington moved, seconded by Mr. Turner, to approve the annual physical inventory report. All members voted affirmatively.

- J. College-Wide Comprehensive Safety Inspection, FY 14-15:** Mr. Peter Elliott presented and recommended approval of the college-wide comprehensive safety inspection FY 14-15. Discussion ensued.

Mr. Turner moved, seconded by Mr. Garcia, to approve the college-wide comprehensive safety inspection, FY 14-15. All members voted affirmatively.

- K. FRSRMC Agreement:** Mr. Peter Elliott presented and recommended approval of the FRSRMC agreement. Discussion ensued.

Ms. Pilkington moved, seconded by Ms. Ross, to approve the FRSRMC agreement. All members voted affirmatively.

Business Services Informational Items:

- A. Investment Interest Comparison:** Mr. Peter Elliott briefed the Board on the College's investment interest. No Board action required.

- B. Budget Amendment Summary:** Mr. Peter Elliott presented and reviewed the budget amendment summary for May 2015 for the Board's information. No Board action required.

C. Financial Statements: Mr. Peter Elliott presented and reviewed the financial statements for the Board's information. Discussion followed. No Board action required.

D. Project Status Report, College-Wide: Mr. Peter Elliott presented and reviewed the project status report for the Board's information. Discussion followed. No Board action required.

Academic & Student Services Action Items:

A. Course Fees: Dr. Kenneth Ross presented and recommended approval of the course fees for June 2015. Discussion ensued.

Ms. Pilkington moved, seconded by Mr. Garcia, to approve the course fees for June 2015. All members voted affirmatively.

B. Lab Fees 2015-2016: Dr. Kenneth Ross presented and recommended approval of the lab fees for 2015-2016. Discussion ensued.

Mr. Turner moved, seconded by Mr. Littleton, to approve the lab fees for 2015-2016. All members voted affirmatively.

Academic and Student Services Information Items:

Collegiate High School Reports:

A. Polk State Lakeland Collegiate High School 2015-2016 Enrollment Report: Mr. Corey Barnes briefed the Board on the Polk State Lakeland Collegiate High School 2015-2016 enrollment report. No Board action required.

First Reading Items: (No action required)

A. Rule 2.11, Use of College Facilities, Properties and Services by Non-College Users – Mr. Peter Elliott presented as a first-read item revised DBOT Rule 2.11. He reviewed the proposed revisions made to Rule 2.11 and advised the Trustees that it will be presented for final approval at the August 24, 2015 Board meeting.

B. Rule 2.15, Accessing Public Records – Mr. Peter Elliott presented as a first-read item revised DBOT Rule 2.15. He reviewed the proposed revisions made to Rule 2.15 and advised the Trustees that it will be presented for final approval at the August 24, 2015 Board meeting.

C. Rule 5.01, Business Affairs – Mr. Peter Elliott presented as a first-read item revised DBOT Rule 5.01. He reviewed the proposed revisions made to Rule 5.01 and advised the Trustees that it will be presented for final approval at the August 24, 2015 Board meeting.

D. Rule 5.05, Budget Amendments – Mr. Peter Elliott presented as a first-read item revised DBOT Rule 5.05. He reviewed the proposed revisions made to Rule 5.05 and advised the Trustees that it will be presented for final approval at the August 24, 2015 Board meeting.

E. Rule 5.20, Maintenance, Sanitation, and Housekeeping of College Facilities – Mr. Peter Elliott presented as a first-read item revised DBOT Rule 5.20. He reviewed the proposed revisions made to Rule 5.20 and advised the Trustees that it will be presented for final approval at the August 24, 2015 Board meeting.

- F. **Rule 5.23, Building Code Guidelines for Administration** – Mr. Peter Elliott presented as a first-read item revised DBOT Rule 5.23. He reviewed the proposed revisions made to Rule 5.23 and advised the Trustees that it will be presented for final approval at the August 24, 2015 Board meeting.

Second Reading Items: (Final Approval)


- A. **Rule 2.21, Construction Change Orders, Payments to Contractors during Construction and Authorization for Final Payment to Contractor** – Mr. Peter Elliott presented and recommended approval of revised DBOT Rule 2.21, Construction Change Orders, Payments to Contractors during Construction and Authorization for Final Payment to Contractor.
- B. **Rule 3.32, Employee Code of Ethics** – Mr. Peter Elliott presented and recommended approval of revised DBOT Rule 3.32, Employee Code of Ethics.
- C. **Rule 4.06, Student Fees and Refunds** – Mr. Peter Elliott presented and recommended approval of revised DBOT Rule 4.06, Student Fees and Refunds.
- D. **Rule 5.06, Investment of Funds** – Mr. Peter Elliott presented and recommended approval of revised DBOT Rule 5.06, Investment of Funds.
- E. **Rule 5.07, Auxiliary Enterprises** – Mr. Peter Elliott presented and recommended approval of revised DBOT Rule 5.07, Auxiliary Enterprises.
- F. **Rule 5.14, College Expenditures, Bids and Waivers** – Mr. Peter Elliott presented and recommended approval of revised DBOT Rule 5.14, College Expenditures, Bids and Waivers.

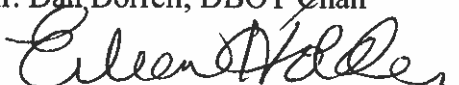
Mr. Littleton moved, seconded by Mr. Garcia, to approve revised Rule 2.21, Rule 3.32, Rule 4.06, Rule 5.06, Rule 5.07, and Rule 5.14. All members voted affirmatively.

Board Discussion:

Adjournment:

Having no further business, the meeting adjourned at 4:45 p.m.


Mr. Dan Dorrell, DBOT Chair 8/24/15
Date


Eileen Holden, Ed.D. 8/24/15
Date
President